

Job Title Accounting Clerk II

Short Description Jax Federal Credit Union is seeking an Accounting Clerk II to support the financial management and operations of the credit union through maintenance of accounting records and reports. Performs accounting duties of moderate complexity in accordance with standard procedures and under moderate supervision.

Full Description Jax Federal Credit Union is seeking an Accounting Clerk II to support the financial management and operations of the credit union through maintenance of accounting records and reports. Performs accounting duties of moderate complexity in accordance with standard procedures and under moderate supervision.

Location: Corporate Office (562 Park Street, Jacksonville, FL 32204)

Status: FT (40 hours per week)

Major Duties and Responsibilities:

1. Contacts other departments, members and/or outside agencies to resolve common problems.
2. Verifies accuracy, completeness and consistency of accounting information received.
3. Post journal entries, code documents, records disbursements, expenses and other payments.
4. Performs research to resolve problems.
5. Reconciles bank accounts, posts to and balances general or subsidiary ledgers, processes payments and compiles segments of monthly closings, monthly and annual reports, etc.
6. Performs other duties as assigned.

Knowledge & Skills

Experience:

Two years to five years of similar or related experience.

Education/Certifications/Licenses:

- (1) A two year college degree or
- (2) Completion of a specialized course of study at a business or trade school or
- (3) Completion of a specialized and extensive in-house training or apprenticeship

program.

Interpersonal Skills:

Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.

Other Skills:

Must be able to operate a 10 calculator by touch. Must be able to use PC spreadsheet software. Knowledge of accounting debits and credits as well as problem solving skills are a must. Knowledge of ACH and Check rules and regulations highly desirable.

ADA Requirements

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/ or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions:

The noise level in the work environment is usually moderate.

Mental and/or Emotional Requirements:

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to complete basic mathematical calculations, spell accurately, and understand computer basics. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

We are an Equal Opportunity Employer and do not discriminate against employees or applicants based on race, color, religion, sex/gender, national origin, disability, age, or any other category protected by law.

Education

(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.

Additional Comments

Apply online by visiting:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a07bc15-a98c-4ef1-901a-8cb49f5ad6b8&cclId=19000101_000001&jobId=371074&source=C2&lang=en_US

Credit Union

Jax Federal Credit Union

State

Florida

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Expiration Date

12/03/2021